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ENVIRONMENTAL PROTECTION

CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD



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AGENDA

Planning for Informational Meetings

Presented by
CIWMB
LEA and Operator Training and Outreach

January/February 2007

| | |
|--------------------|--|
| 8:00 – 8:30 a.m. | Sign-In |
| 8:30 – 9:30 a.m. | Welcome, Introductions, Agenda Review, Course Objectives – Becky Williams, CIWMB Overview of Permit Implementation Regulations – Bobbie Garcia, CIWMB |
| 9:30 a.m. – noon | Key components of preparing for Informational Meetings, assessing the audience, developing public information resources, incorporating Environmental Justice needs, and public noticing – Bobbie Garcia, CIWMB and Linda Hagthorp, Public Meeting Consultant |
| 12:00 – 12:45 p.m. | Lunch break |
| 12:45 – 3:50 p.m. | Structuring the Informational Meetings, preparing for the unexpected, facilitation and presentation techniques, preparing for equipment and supply needs, strategies for dealing with the audience, and meeting follow-up – Bobbie Garcia, CIWMB and Linda Hagthorp, Public Meeting Consultant |
| 3:50 – 4:00 p.m. | Wrap-up |

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